

Printing Services

DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports for county departments and special districts. The division provides high quality printed materials utilizing the latest technological advances in order to serve the needs of county departments. This division strives to deliver services in the most timely and cost effective manner available.

The Purchasing Department's Printing Services Division budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital or replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

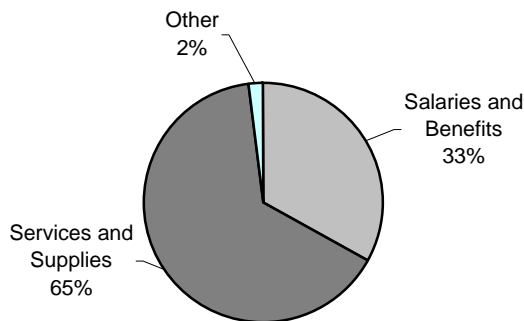
BUDGET AND WORKLOAD HISTORY

| | Actual 2003-04 | Budget 2004-05 | Estimate 2004-05 | Proposed 2005-06 |
|---|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Appropriation | 2,548,386 | 2,352,272 | 2,403,248 | 2,708,942 |
| Departmental Revenue | 2,503,248 | 2,422,958 | 2,565,000 | 2,875,359 |
| Revenue Over/(Under) Expense | (45,138) | 70,686 | 161,752 | 166,417 |
| Budgeted Staffing | | 16.0 | | 16.0 |
| Fixed Assets | 187,189 | 18,057 | 34,327 | 12,566 |
| Unrestricted Net Assets Available at Year End | 161,042 | | 288,467 | |

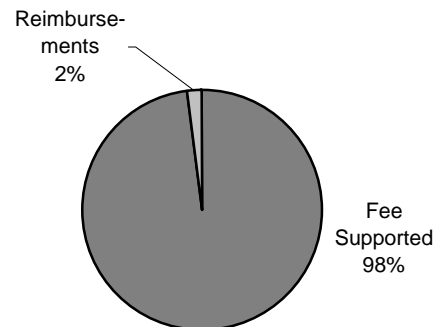
Workload Indicators

| | | | | |
|-----------------------------|------------|------------|------------|------------|
| Printed Pages-units | 60,756,335 | 65,000,000 | 68,000,000 | 81,000,000 |
| Graphic Arts - hours billed | 2,891 | 2,960 | 2,400 | 2,700 |

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

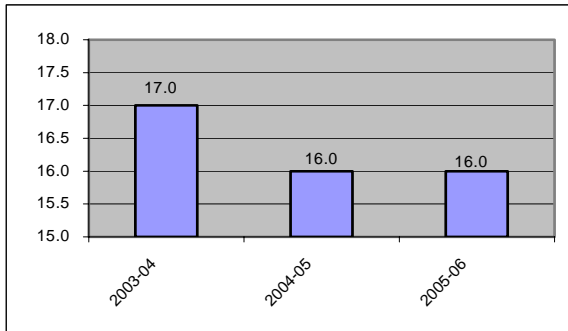
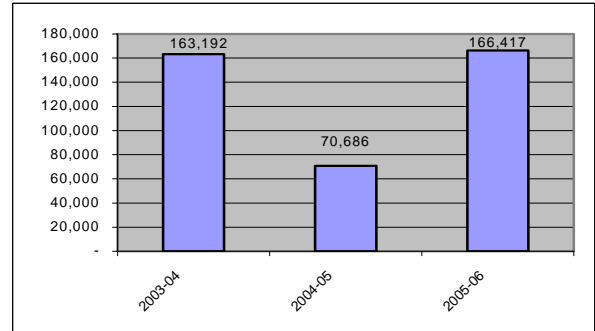


2005-06 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by \$153,851.



2005-06 STAFFING TREND CHART**2005-06 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Internal Services
 DEPARTMENT: Purchasing
 FUND: Printing Services

BUDGET UNIT: IAG PUR
 FUNCTION: General
 ACTIVITY: Printing

ANALYSIS OF 2005-06 BUDGET

| | A | B | C | D | B+C+D E | F Department Recommended Funded Adjustments (Schedule A) | E+F G |
|-----------------------------|----------------------------------|-------------------------|---|----------------------------------|-------------------------------------|---|-------------------------------|
| | 2004-05 Year-End Estimates | 2004-05 Final Budget | Cost to Maintain Current Program Services | Board Approved Adjustments | Board Approved Base Budget | | 2005-06 Proposed Budget |
| Appropriation | | | | | | | |
| Salaries and Benefits | 816,162 | 827,935 | 63,110 | - | 891,045 | 2,582 | 893,627 |
| Services and Supplies | 1,506,438 | 1,349,576 | (6,688) | - | 1,342,888 | 403,948 | 1,746,836 |
| Central Computer | 8,224 | 8,224 | 401 | - | 8,625 | - | 8,625 |
| Other Charges | 1,863 | 259 | - | - | 259 | (58) | 201 |
| Transfers | 50,887 | 55,500 | - | - | 55,500 | (3,247) | 52,253 |
| Total Exp Authority | 2,383,574 | 2,241,494 | 56,823 | - | 2,298,317 | 403,225 | 2,701,542 |
| Reimbursements | (52,222) | (52,222) | - | - | (52,222) | (5,600) | (57,822) |
| Total Appropriation | 2,331,352 | 2,189,272 | 56,823 | - | 2,246,095 | 397,625 | 2,643,720 |
| Depreciation | 71,896 | 163,000 | - | - | 163,000 | (97,778) | 65,222 |
| Total Requirements | 2,403,248 | 2,352,272 | 56,823 | - | 2,409,095 | 299,847 | 2,708,942 |
| Departmental Revenue | | | | | | | |
| Current Services | 2,565,000 | 2,422,958 | - | - | 2,422,958 | 452,401 | 2,875,359 |
| Total Revenue | 2,565,000 | 2,422,958 | - | - | 2,422,958 | 452,401 | 2,875,359 |
| Rev Over/(Under) Exp | 161,752 | 70,686 | (56,823) | - | 13,863 | 152,554 | 166,417 |
| Budgeted Staffing | | 16.0 | - | - | 16.0 | - | 16.0 |
| Fixed Asset | | | | | | | |
| L/P Equipment | 34,327 | 18,057 | - | - | 18,057 | (5,491) | 12,566 |
| Total Fixed Assets | 34,327 | 18,057 | - | - | 18,057 | (5,491) | 12,566 |

In 2005-06, the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases, and will incur decreased costs in risk management insurance. These costs are reflected in the Cost to Maintain Current Program Services column.

In 2005-06, unrestricted net assets are expected to increase by approximately \$154,000 from \$161,000 to \$315,000. Per the June 30, 2004 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirement for this fund is approximately \$426,000. During 2005-06, the rates for Printing Services will be evaluated to determine if rate adjustments will be required in 2006-07 in order to meet the department's plan of fully funding the working capital reserve by June 30, 2007.



DEPARTMENT: Purchasing
 FUND: Printing Services
 BUDGET UNIT: IAG PUR

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

| Brief Description of Program Adjustment | Budgeted Staffing | Appropriation | Departmental Revenue | Revenue Over/ (Under) Exp |
|---|-------------------|----------------|----------------------|---------------------------|
| 1. Salaries and benefits Decrease due to the downward reclassification of 1.0 Account Technician (R40) to Fiscal Clerk II (R31). | - | (9,073) | - | 9,073 |
| 2. Salaries and benefits Increase due to salary step adjustments and leave cash-outs. | - | 11,655 | - | (11,655) |
| 3. Services and supplies Effective July 1, 2005, Printing Services will take over printing currently completed by the Information Services Department (ISD). Printing Services production will increase by 1.4 million copies per month. | - | 403,948 | - | (403,948) |
| 4. Other Charges Reduced interest payments for lease-purchase computer equipment. | - | (58) | - | 58 |
| 5. Transfers Decrease due to no anticipated amount due in 5016-Fixed Assets Transfers Out. | - | (3,247) | - | 3,247 |
| 6. Reimbursements Increased reimbursements from Central Mail and Central Stores for administrative services. | - | (5,600) | - | 5,600 |
| 7. Depreciation Decrease due to fully depreciated equipment. | - | (97,778) | - | 97,778 |
| 8. Current Services Increase to reflect the additional production due to the transfer of printing work from ISD. | - | - | 452,401 | 452,401 |
| Total | - | 299,847 | 452,401 | 152,554 |

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

| Brief Description of Change | Appropriation |
|---|----------------|
| 1. Lease-Purchase of Equipment Decrease due to less principal due on the remaining lease-purchase. | (5,491) |
| Total | (5,491) |

